

# KELLY THAO

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## KEY SKILLS

- Microsoft Office
- Written Communication
- Programming languages: HTML, CSS
- Public Speaking
- Telephone and Front Desk Reception
- Filing Database and Information

## EXPERIENCES

### University Of South Carolina, Columbia, SC

August 2022 – Current

*Fostering Felines Organization:*

- We collaborate with local organizations to help raise funds for the animals in shelters.

### York Comprehensive Highschool, York, SC

August 2018 – May 2019

*Drum Major:*

- 1 year experience in conducting and keeping tempo for the band during practices and competition.
- Assisted in training and teaching techniques to 150 plus members of the band.
- Lead stretching exercises and organized new student orientation.

### Drum Major Academy, Charlotte, NC

July 2018

*Attendee:*

- Attended UNC's Drum Major Academy for training in marching, conducting, and leadership skills.
- I learned how to give and receive constructive feedback from group members.

## EDUCATION

### University Of South Carolina, Columbia, SC

August 2022 – Current

*Bachelor in Computer Information Systems, Minor in Business and Media Arts*

### York Technical College, Rock Hill, SC

August 2020 – May 2022

*Associate in Arts*

## WORK EXPERIENCE

### Camp K9 Resort, York, SC

February 2021 – December 2021

*Staff Member:*

- Trained new employees, held phone interviews and in-person interviews with potential customers.
- Calculated payments and organized customer information and future appointments.
- Provided medicine care, feeding, and grooming services for dogs.

### Bojangles, Rock Hill, SC

February 2021 – March 2021

*Team Member:*

- Worked and collaborated with team to prepare customers' orders.
- Managed drive-thru orders and processed payments as cashier.

### McDonalds, Rock Hill, SC

June 2018 – October 2018

*Crew Member:*

- Operated the cash register, stocked supplies, and handled drive-through orders.
- Cleaned work area and packaged items daily.